

## Appendix B. Employment Ceilings and Part-time Positions or Employment

### B-1. INTRODUCTION

Maximum allowable employment figures (employment ceilings) for each agency are determined by the President at the time of the annual budget review, both for the end of the fiscal year then in progress and for the end of the succeeding fiscal year. These ceilings are administered by the Executive Office of the President, Office of Management and Budget, and that office has cleared for technical accuracy the statements made in this appendix to section 1-4.

### B-2. CEILINGS AS CONTROLS

a. Two kinds of ceilings are established. These are (1) full-time permanent employment and (2) total employment. By subtracting (1) from (2) the difference, called a "derived ceiling", becomes, in effect, a limitation on the number of part-time, temporary, and intermittent employees. Since all ceilings apply to the last day of each fiscal year, June 30, the agencies have flexibility in applying these ceilings within the year, particularly with respect to the nonfull-time employment.

b. All employment is subject either to the actual full-time employment ceiling or to the derived ceiling. All employees in each category of employment must be included in the monthly employment reports which are furnished to the Congress and which the Committees of the Congress, the President, and the Office of Management and Budget use to monitor administration of the ceiling requirements.

c. Most agencies understand clearly how requests for revisions in employment ceilings must be submitted to the Office of Management and Budget and what thorough justification must be advanced to support an asserted need

for additional employment. (See OMB Circular A-64 and its revisions.) Misunderstanding has, however, arisen from time to time with respect to part-time employment.

d. For purposes of this discussion, a part-time employee, regardless of the nature of his or her employment, is one who works less than 40 hours a week. The employment may be regular and recurring (loosely referred to as "permanent"); it may be for a temporary period; or it may be intermittent in the sense that the person works only when called in, but it is still the kind of employment which is subject to the derived ceiling.

### B-3. CEILING SPACES TO MEET NEEDS FOR PART-TIME EMPLOYEES

a. The Office of Management and Budget states that if persons seeking regular, permanent, part-time jobs have been told that it is impossible to offer this kind of employment because each position of this kind must be charged against the full-time permanent ceiling, they have been incorrectly advised. The first course of action that an agency should always explore is to determine whether the assigned total employment ceilings are large enough to accommodate a desired part-time program. Part-time employees can be hired against vacancies in the derived ceiling as well as against vacancies in the full-time permanent ceiling. These hirings against vacancies can be carried out without recourse to the Office of Management and Budget.

b. If, however, the derived ceiling is not high enough to meet an agency's legitimate needs for part-time employment, an attempt should be made to accommodate the part-time employee within the full-time permanent ceiling.

If this accommodation is not possible, an application to the Office of Management and Budget for the conversion of spaces from the full-time permanent ceiling to the derived ceiling to permit splitting full-time jobs "would normally receive favorable consideration upon request." In other words, the application of the ceiling need not always force an agency to count a part-time employee as the equivalent of a full-time employee or reduce the total man-hours of employment available to an agency.

#### *Examples*

- Two persons each working 20 hours a week equal one job of 40 hours a week full-time. If employment of two persons could be accommodated in existing ceilings without change, they would count as two persons in the total employment ceiling. However, if their employment could not be accomplished under the total ceiling, the Office of Management and Budget would, upon request, reduce the full-time permanent ceiling by one and increase the total employment ceiling by one, thus increasing the derived ceiling for part-time, temporary, and intermittent employment by two.

- Similarly, if the employment of four part-time employees each working 30 hours a week

could not be accommodated within the ceiling, the revision to be requested would be to reduce the full-time ceiling by three (120 man-hours) and increase the total ceiling by one, thus increasing the derived ceiling for part-time, temporary, and intermittent employment by four.

- c. The principles involved apply to program-size adjustments that might actually be requested and not simply to the small number of cases used for illustrative clarity.

#### **B-4. FOSTERING APPROPRIATE PART-TIME EMPLOYMENT**

The Office of Management and Budget and the Civil Service Commission have strongly urged that Government agencies make employment available to women who can work only part-time; to the physically handicapped, some of whom cannot work full time; to persons who want to work only part-time because of their desire to continue their education; and to other appropriate categories. If executive agencies wish to move along similar lines, they will find the Office of Management and Budget administers the ceilings in a way that permits and encourages the kind of flexibility that results in improved efficiency and productivity.